



Date: July 16, 2010

In reply refer to:

Subject: Fiscal Year 2010 Year-end Financial Timeline for Processing FFIS Data

To: Jon Holladay
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Kevin Close
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Attached is the fiscal year-end timeline with critical dates for financial management processing based on the November 15, 2010, Financial Statement Deadlines, related procedures, and points of contact. (Please see the List of Attachments.)

All USDA Financial Management personnel should use these documents in monitoring and meeting critical due dates for fiscal year 2010.

Questions or comments concerning these documents should be addressed to the Points of Contact listed below:

Point of Contact	Division/Branch	E-mail Address	Telephone Number
Bob Gargoni	COD/ACPRB	robert.gargoni@usda.gov	504-426-5384
Carlos Metaxas	COD/ACPRB	carlos.metaxas@usda.gov	504-426-5338
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/s/

CHARLES L. WALLACE, Director
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Attachments

List of Attachments

Attachment 1

Financial Management Calendars from September 2010 through November 2010

These calendars contain critical due dates within each fiscal month that must be met in the processing of financial data. The calendars include daily cycle processing activities consolidated with information from the FY 2010 Financial Management Key Milestone and Due Dates Chart (attached as exhibit). Please see Attachment 1 for particular required completion dates, task descriptions, and responsible areas. **(Note:** The United States Department of Agriculture (USDA), under the leadership of the Office of the Chief Financial Officer (OCFO), is transitioning several Agencies from the current financial system, the Foundation Financial Information System (FFIS), to SAP under the Financial Management Modernization Initiative (FMMI) during and just after the FFIS FY 2010 Annual Close. This designated effort is planned to occur on November 1, 2010, for FF07-RD, and FF08-RMA, and on 1 December 2010, for FFFA-FSA and FF30-FNS, respectively).

Attachment 2

Fiscal Year 2010 Year-End Procedures

This memorandum prescribes special requirements for the following events, activities, and tasks:

1. Recording obligations as of September 30, 2010.
2. Submitting period-end estimates in lieu of actual obligation documents.
3. Normal processing regarding the Integrated Acquisition System (IAS).

Compliance with these requirements will ensure that final financial reports are complete and valid with supporting documentary evidence as prescribed by fiscal law. The intent is to handle the myriad of business process tasks relative to the FY 2010 closeout process in a timely and accurate fashion.

Attachment 3

Annual Close Guide Fiscal Year 2010

The FFIS Annual Close Guide serves as a comprehensive, year-end procedures reference manual and facilitates a better understanding of the Year-end Close Process. The document contains useful information on the following topics:

- Roles and Responsibilities
- Basic Government and FFIS Elements
- Year-End Closing Plan
- Financial Operations
- Financial Analysis and Standard General Ledger (SGL) Review
- Cash Transactions, Obligations and Commitments
- Accruals
- Adjusting Entries
- Cancelled Authority
- System Assurance
- Preliminary Annual Close
- Final Annual Close
- External Reporting
- Financial Statements

The FY 2010 Annual Close Guide is found on the Controller Operations Division (COD) Web site (<http://cod.nfc.usda.gov/index.html>) by clicking the Publications tab, then selecting Annual Close Guide from "Quick Picks" on the left-hand side, or by clicking the following link: <http://cod.nfc.usda.gov/publications/Annual%20Close%20Guide%20FY2010.pdf>.

Attachment 4

FY 2010 Financial Management Key Milestones and Due Dates - Fourth Quarter

Includes the Department's required completion dates, task descriptions, responsible area (i.e. agency, ACFO-FO, COD), and actual completion dates.

Attachment 5

Critical Points of Contact

The critical points of contact (POC) list provides names and telephone numbers of specific individuals within COD, by Branch, for assisting in processing financial data as well as ACFO-FS, and GESD, particularly Payroll and Administrative Applications and Systems Division (ASD). All individuals can be located in the USDA Email Directory located on the USDA Web site (www.usda.gov) Contact us tab.